

April 22, 2004

Dear Tribal Leader:

The Indian Health Service (IHS) announces the availability of technical assistance workshops for the Tribal Management Grant (TMG) Program. The TMG Program assists Tribes and tribally-sanctioned Tribal organizations in assuming the operation and management of their health programs. TMG funds are available for planning, development of tribal health management structures, evaluation of current programs, and/or Federal programs' analyses.

The TMG staff will offer four training sessions; one 5-day session and three 2-day sessions. The 5-day session will be conducted by a trainer from the Grantsmanship Center, Inc. located in Los Angeles, California providing participants with basic grant writing skills, information about where to search for grants, and allow time to begin writing a grant proposal. The 2-day sessions will be conducted by the TMG staff. These sessions will provide participants with "hands on" technical assistance in developing and critiquing TMG proposals. Persons and/or groups interested in attending any of the 2-day sessions are required to bring a draft proposal to the session. Participants may bring a TMG proposal that was previously submitted but unfunded if you plan to resubmit the project idea for consideration.

The TMG sessions are filled on a first come, first serve basis and priority seating will be given to groups eligible to submit a TMG application. The first session is limited to 26 persons and the other sessions are limited to 24 persons. Due to high demand, only two persons from the same Tribe or Tribal organization may attend any one session. The group rates noted are equivalent to, or less than, the current government rates. Participants should identify the referenced group name to receive the group rate. Participants are responsible for making their own travel arrangements and for any/all travel expenses incurred. The following is a listing of TMG sessions:

- **May 24-28, 2004 –Bloomington, MN** (Minneapolis area; Limit 26)
Holiday Inn Select Airport
3 Appletree Square
Bloomington, MN 55425
(800) 465-4329 – Reference: Indian Health Service Tribal Management Grant Program
Hotel rate: \$88/night plus 13.5% tax
Hotel has complimentary shuttle to/from airport
Complimentary overnight parking available
Registration/Reservation deadline: May 13, 2004
- **June 23-24, 2004 – Denver, CO** (Limit 24)
Comfort Inn Downtown
401 17th Street
Denver, CO 80202
(303) 296-0400 – Reference: Indian Health Service Tribal Management Grant Program
Hotel rate: \$102/single or double plus 13.45% tax

Approximate Super Shuttle rate to/from hotel and airport: \$32 roundtrip
Overnight parking available: \$16/night
Registration/Reservation deadline: June 14, 2004

- **July 7-8, 2004 – Washington, DC area (Limit 24)**

Lincoln Suites Downtown
1823 L Street, N.W.
Washington, DC 20036
(202) 223-4320 – Reference: Tribal Management Grant Training Workshop
Hotel rate: \$150/night plus 14.5% tax
Approximate taxi/cab rate to/from hotel and airport: \$20 one-way
Overnight parking available: \$20/night
Registration/Reservation deadline: June 11, 2004

- **July 21-22, 2004 – Portland, OR (Limit 24)**

Portland Marriott City Center
520 S.W. Broadway
Portland, OR 97205
(800) 228-9290 – Reference: IHS TMG
Hotel rate: \$91/single or double plus 12.5% tax
Approximate taxi/cab rate to/from hotel and airport: \$30 one-way
(Hotel is located approximately 1 ½ block from the Pioneer Square North stop on the Max Red Line Light Rail which runs to/from airport; cost - \$1.60 one way. Information about the Light Rail system can be accessed by using: www.trimet.org)
Overnight parking: \$22/night
Registration/Reservation deadline: June 21, 2004

Please fax your registration request to Ms. Deanna Dick at (301) 443-2510. Requests cannot be accepted after the noted deadlines. You will receive confirmation via telephone call, e-mail, or fax of space availability for the selected session within 2 business days. Please do not make your travel arrangements until you receive this confirmation as spaces do fill rapidly.

Thank you for your interest in the Tribal Management Grants Program. Should you have any questions, please contact me at (301) 443-6290.

Sincerely,

/s/

Deanna J. Dick
Program Coordinator
Tribal Management Grants Program

Attachment

TRIBAL MANAGEMENT GRANT PROGRAM

Workshop Attendance Registration Form

I would like to attend the following workshop session(s):

_____ Minneapolis, MN – May 24-28, 2004 (Registration/Reservation deadline: May 13, 2004)

_____ Denver, CO – June 23-24, 2004 (Registration/Reservation deadline: June 14, 2004)

_____ Washington, DC – July 7-8, 2004 (Registration/Reservation deadline: June 11, 2004)

_____ Portland, OR – July 21-22, 2004 (Registration/Reservation deadline: June 21, 2004)

Tribe/Organization: _____

Mailing Address: _____

Telephone/Fax: _____ / _____

Email (Primary Contact): _____

Name of Participant(s): _____ Title: _____

_____ / _____

_____ / _____

Will you/both of you be staying at the host hotel? Yes No

Return via fax to: Indian Health Service
ATTN: Deanna Dick
Office of Management Support
Phone: (301) 443-6290/Fax: (301) 443-2510

**PLEASE REGISTER WITH MS. DICK PRIOR TO MAKING ANY TRAVEL
ARRANGEMENTS TO ENSURE SPACE AVAILABILITY IN SELECTED SESSION(S).**